Governing Board Minutes  
09/08/15

Board Attendees: Christina Allee, Karen Antonacio, Robyn Baney, Denise Breckon, Jennifer Campbell, Angela Funya, Catherine Grube, Wrenn Heisler, Robert Hicks, Sandy Imbriale, Eric Jackson, Charlene Rohulich, and Jessie Taylor

Board Members Absent: Anne Marie Dailey

Committee Attendees: Pam McLeod

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action</th>
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<tr>
<td>Convened at 5:21 PM</td>
<td>None</td>
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<tr>
<td>Approve July Minutes</td>
<td>VOTE: Approved 9-0</td>
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<td>Anne Marie and Denise absent</td>
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<td>Introduction of Guests (Robyn Baney)</td>
<td>Discussion</td>
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<td>o Kelly Hall</td>
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<td>Director's Report:</td>
<td>Discussion</td>
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<td>o Introduced New Academic Dean: Sandy Imbriale</td>
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<td>o As of today there were 3 open spaces at the school that were in the process of being filled.</td>
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<td>o Assessment Point: Professional Development</td>
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<td>▪ Focus on teachers and learning their creative process</td>
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<td>▪ Tomorrow is the 1st professional discussion – supervisor for fine arts from MSDE coming to talk.</td>
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<td>▪ He is coming to work the sign for in front of the building – CPCS letters</td>
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<td>▪ There will be 3 or 4 sessions with the teachers and working a list of materials at this first meeting and what the letters will look like and what that will give to the school.</td>
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<td>▪ December is the goal for complete.</td>
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<td>▪ After Ken’s conversation – the teachers will break into teams and tackle different areas of the creative process.</td>
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<td>▪ Alliance Chair asked to review the design at the next board meeting.</td>
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<td>o Working on performance based assessments, core commonalities and evaluating more opportunities for project based collaboration.</td>
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<td>o Several teachers are getting training.</td>
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<td>▪ 1 – Reading intervention</td>
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- Sensory processing conference
- Evaluating all of the opportunities out there and making sure that when teachers return that they share the training on their return.
  - Working on green school certification – 3 year annual review
- Working on keeping up and maintaining green status.

**MOTION:**
Increase the Media Center line item by $500 to increase the Media Assistant salary from $10.00 to $12.00 per hour.

**VOTE:**
Approved 10-0
Absent: Anne Marie

**MOTION:**
Approve the 2015-2016 Board Goals

**VOTE:**
Approved 10-0
Absent: Anne Marie

### Committee Reports
- **Treasurer (Anne Marie Dailey)**
  - Absent – provided written report – will review financial report at next board meeting in October.
- **Fundraising (Carrie Harney) – Provided by Catherine Grube**
  - Fall Walk is scheduled for Next Friday
  - Uniform sale – almost out of clothes
  - Discussed Scrips – need to have follow on conversation and get this restarted
  - Annual Appeal letter went out to all families
- **Community (Charlene Rohulich)**
- **PR/Outreach (Bob Hicks)**
  - 12 August was the first meeting
  - Newsletter was complete – working on getting it to Ms. Funya for review.
  - Discussed spaces at the county fair and associated costs of those spaces. (10’ x 10’ outside was up to $300. – Willie Goddard was POC)
  - Discussed the need for various brochures to have on stand by for different county events.
  - Discussed that it was too hard to pull stuff together for this year.
  - Folder on the google drive needed to create a kit that could be pulled for any PR event.
  - Application in work for the Chamber of commerce and could start as early as October.
  - Steve Waugh very interested in school but both Waugh and Rey were both prescheduled for the open house evening.
• **Strategic Planning (Julia Nichols) - Provided by Wrenn Heisler**
  o Have not met since retreat
  o Align assessment points that Ms. Funya reports on
  o Working succession planning at the next meeting
  o Want to pull together brief description of committees to get out to the families

• **Facilities (Eric Jackson)**
  o Recent meeting covered what we own now and the financial aspect of the facilitates coming together and a renovation plan for the future.
  o Need to devise a strategy for the following:
    ▪ **A.** Day to day sort of issues, who is responsible, deciding on a price level and areas of saving dollars. What can the property manager approve with no questions or other approvals?
    ▪ **B.** Executive committee/ facilities committee chair or president makes decisions on without committee approval?
    ▪ **C.** What requires a quorum vote?
  o What grants can we find for future improvements?
  o Rules of the USDA loan state that we cannot take out any additional loans.
  o We need to ask parents for grant writing and other fundraising opportunities while casting wide nets to find the money to assist in the future improvements for expansion of the building.
  o Charter Liaison meeting 28 September
  o The team is going to meet once a month and Mr. Jackson and Ms. McLeod are going to meet more frequently.

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**Facilities Manager (Pam McLeod)**

• Office Space – Have it on Somd.com, and had discussions with different real estate agents.
• What else do we want to do for advertising since the next steps require additional funding.
• It is listed comparable to other things on the market.
• Working the MEDSTAR contract

Discussion
- Working on the routine maintenance contracts (Cleaning, Elevator)
- Finishing new office spaces, but the PA system wiring still needs to come down
- Working on snow removal contract and getting required bids.

**New Business**

- Vote on the following policies for revision.
  - Framework to assess Achievement (Heisler)
  - Health/Nutrition Mission (Funya)
  - Board Contract Hiring Policy
  - Create a new Building Management Policy
- Audit Checklist
- Googledocs training session in October
- $2000 Garden Grant – October 31st Deadline
- Financial Policy Revision
- Memorandum of Agreement for the rent between the Alliance and the school was signed.

**Action Items**

**NEW:**

- Need 3 of the committee goals for the 2015-2016 document. (Funya, Hicks, Rohulich)
- Google Drive training in October

**REMAINING OPEN FROM PREVIOUS BOARD MEETING:**

- Loan Agreement, Promissory Note copies to go in the office in the binder (July)
- List of POCs for contracts/services associated with being building owners to be placed in the office. (July)

**Future Meeting Date:**

12 October 2015 – 5:30 PM

**Adjourn**

7:09 PM (After Town Hall)